

# San Juan National Historic Site

National Park Service  
U.S. Department of the Interior



787-729-6777 ext. 271  
787-289-7972 fax

**RESERVATION FORM FOR SCHOOL GROUPS AND UNIVERSITIES**

**Information and requirements to visit the fortifications of San Felipe del Morro, San Cristóbal, and the Discovery Center:**

1. **Each and every student must be in uniform or identified with a nametag with the name of student and the name of the school.**  
(If this requirement is not met, regular admission price to the fortification must be paid: Children 15 years of age and under are free. Visitors 16 years and older are \$5.00 to visit both.)
2. **Each group should have the required number of adult chaperones:**  
Kindergarten to 12th grade – 1 adult for every 10 students  
University – 1 professor for every 20 students  
**\*If on the day of the visit there are not enough adult chaperones, the group will not be allowed to enter.**
3. A member of the park staff will give a **discussion on security** before entrance.
4. Completely fill out the required forms and send them at least 3 weeks before your visit; FAX 787-289-7972 or 787-289-7165.
5. The **teachers must emphasize to the students that they cannot eat or drink within the facilities.** Also, it is prohibited to run, climb the walls or the cannons. **If the behavior of the group is not appropriate, any member of the National Park Service staff may ask the group to leave the park premises.**
6. **If on the day of the reservation the group arrives 15 minutes or more late, the reservation will be canceled.**
7. Educational tours are offered on Thursdays and Fridays at 10:00 a.m. and 1:00 p.m., to a maximum of 35 students and 4 adults.
8. Visits with reservations, but NOT guided are offered Monday to Friday at 9:30 a.m., 10:30 a.m., and 2:30 p.m., to a maximum of 90 students and 9 adults if visiting San Cristobal, or 180 students and 18 adults if visiting El Morro.
9. Hours for reservations at the Discovery Center: Monday to Friday 9:30 a.m., 10:45 a.m., 1:30 p.m., and 2:45 p.m., for a maximum of 25 students and 3 adults. **Entrance to the Center is free of cost to adults and children.**

**Please fill out the following information in BLOCK LETTERS.**

Name of the school: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Date of visit: \_\_\_\_\_ Time of visit: \_\_\_\_\_

Number of people: Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Adults: \_\_\_\_\_

Choose *place(s)* to visit: \_\_\_\_\_ Castillo San Cristóbal \_\_\_\_\_ Castillo San Felipe del Morro \_\_\_\_\_ Discovery Center

***With my signature I attest to have read and understood the instructions and requirements above mentioned.***

Teacher(s) in charge of group: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Director of school's name and signature:

**—\*—\*—\*—\*—\*—\*Enjoy your visit to the San Juan National Historic Site! \* —\*—\*—\*—\*—\*—\***

*For park use only:*

APPROVED:

NOT APPROVED:

Visit with guide: \_\_\_\_\_

By: \_\_\_\_\_

Visit without guide: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Reason: \_\_\_\_\_

Date: \_\_\_\_\_